



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

PROGRAM TECHNICIAN II

Sacramento

Limited Term (1 Year)— Full-time

The Bureau of Real Estate has an opening in its Licensing Exams Section for a Program Technician II. The office is located at 1651 Exposition Blvd. Sacramento 95815. This position is limited term (1 year), Full-time. However, this position may become permanent in the future.

Duties of the position include:

- Review and process salesperson applications and salesperson combo exam/license applications to determine if applicant qualifies to take the examination. Thoroughly review the application to ensure it is completed correctly, that it contains original signatures that pertinent information is provided, that the legal name on the application matches the supporting documents and the proper fee is submitted.
- Input all information provided by the applicant into the Enterprise Information System (EIS). Confirm the name, dates, and school(s) from the course certificates and official transcripts match the application; enter DRE approval numbers on course certificates into EIS to verify course validity; utilize school and college directories to determine if the transcripts submitted are from an accredited institution; and review course certificates and official transcripts for acceptable courses.
- Perform initial review of the law violation disclosures listed on the combo applications as they relate to Commissioner's Regulation 2910 (Criteria of Substantial Relationship) and the Bureau's Enforcement Sections policies to determine license eligibility. Utilize the California Penal code, health and safety code, vehicle code and other applicable codes, including out of state and federal criminal codes, to determine whether the violation disclosures can be cleared and refer it to the appropriate Supervisor or district office for further review.

Required qualifications:

- Excellent technical and analytical skills.
- Strong communications skills, both orally and in writing.
- Excellent interpersonal skills; patience, tact and the ability to deal effectively with the public, staff members, and others.
- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.

Desirable qualifications:

- Dependability and excellent attendance.
- On-line inquiry computer experience; computer experience using Word or equivalent application.

Salary \$2691-3371

Who may apply: Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignments will be considered. All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [do not notate LEAP eligibility] in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application. Applications will be screened and only the most qualified applicants will be considered for an interview. All appointments are subject to approval of the DCA Office of Human Resources. The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA# 623-092 along with the classification and position number of this position, on your application in order for it to be considered. Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: May 27, 2015

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.